10 FAM 670
REPORTING SERVICES

(TL:PEC-01; 10-01-1999)

10 FAM 671 ARTICLE ALERT

(TL:PEC-01; 10-01-1999)

a.   The Electronic Media and Visual Services team (R/IIP/TEM) publishes the *Article Alert*. It consists of short summaries (abstracts) of policy-related articles that appear in U.S. periodicals. Approximately 20 to 30 abstracts of current articles are regularly sent electronically to missions abroad and posted to the Internet.

b.   *Article Alert* operates under the "fair use" provisions of the copyright law, so full texts are delivered only in response to specific requests. To ensure full compliance with relevant copyright provisions, R/IIP has entered into an annual blanket license agreement with the Copyright Clearance Center (CCC) to distribute materials in the CCC's database of publications to individual foreign users. Posts are encouraged to obtain full texts of *Alert* items electronically through a variety of databases to which the R/IIP subscribes. On a selective basis, the *Article Alert* administrator will scan in texts not otherwise available online-and deliver them to posts electronically.

c.   The prime end users of *Article Alert* summaries or full-text articles are foreign opinion leaders selected by mission staffs abroad. A second set of users is mission staff who often use *Article Alert* summaries or articles to keep informed of current thinking in the United States on policy issues, and to identify expert speakers for exchange programs.

10 FAM 672 BIBLIOGRAPHIC SERVICES

10 FAM 672.1 General Information

(TL:PEC-01; 10-01-1999)

a.   Bibliographic services of the Office of International Information Programs support U.S. foreign policy objectives by making Foreign Service posts and their Information Resource Centers (IRCs) aware of potential policy-oriented program materials in such subject areas as:

(1) Defense, arms control, and nuclear nonproliferation;

(2) Economic and trade issues, including intellectual property rights;

(3) Human rights;

(4)   Building democratic institutions;

(5)   Rule of law;

(6)   International crime and terrorism;

(7)   Narcotics control; and

(8)   Free flow of information.

Posts require the systematic analysis and effective organization of exter-nally produced program support media to allow for their quick and effective use in the field. The bibliographer analyzes and reviews for possible pro-gram value current books, stand-alone CD-ROMs, hybrid CD-ROMs linked to the Internet, Web sites, and government documents and think tank re-ports. These resources help Foreign Service posts bring a range of respon-sible U.S. perspectives on these and similar issues to opinion leaders abroad.

b.   General bibliographic services are the responsibility of the Copyright and Print Publications team (R/IIP/TCP). The team's bibliographer produces the running Books and Documents (BD) List sent electronically to posts each month; the annual Book Presentations List, produced as a special is-sue of the BD List; and the weekly Electronic Advance Documents Service (EADS). Government documents and think tank reports available on the Internet are listed in the Electronic Advance Documents Service. Expensive documents available only in print copy appear on the BD List. The EADS combines bibliography and procurement by providing information about new documents and their URL(s) to posts. All three of these products also ap-pear on sections of the Information Resource Center (IRC) Home Page and are archived in the Public Diplomacy Query (PDQ) Index.

10 FAM 672.2 Program Procedures

10 FAM 672.2-1 Books and Documents List

(TL:PEC-01; 10-01-1999)

a.   The guiding principle for the Books and Documents List (BD List) is to identify in a timely fashion the highest quality publications that deal with strategic goals and national interests and best serve post needs.

c.   To provide an independent professional appraisal, the BD List con-sists almost entirely of externally produced reviews of recent books from the major book review sources such as *Choice* and *Booklist.*

b.   Only exceptional quality textbooks should be listed.

c.   Selection criteria include:

(1) Emphasis is on reviews of reference works and high-quality reviews of new electronic media. The electronic media consist of CD-ROM products, including those linked to the Internet, and Internet Web Sites.

(2) Scholarly policy-oriented academic works that provide background to current U.S. foreign policy issues will be included.

(3) Titles of purely cultural content should not be included. To the extent that books on U.S. culture are carried on the BD List, they should be reference works.

(4) Only those sociological books with a close tie-in to strategic goals and national interests should be included. Books on U.S. society in general should not be included.

(5) Highest quality examples of books on business administration should be listed.

10 FAM 672.2-2 Electronic Advance Documents Service (EADS)

(TL:PEC-01; 10-01-1999)

The EADS is a way of rapidly providing the Internet URLs of documents and think tank reports of program value to posts as titles appear on the Internet. The bibliographer regularly searches current Web sites for policy-relevant materials and sends out a weekly annotated listing of these Web sites. Posts use this information in a variety of ways, but primarily for outreach activities involving foreign opinion leaders. Because U.S. Government documents are largely in the public domain, as well as many think tank policy briefs, copyright issues rarely arise in regard to EADS materials.

10 FAM 673 THROUGH 679 UNASSIGNED